

DISTRICT OF COLUMBIA GOVERNMENT

COMMEMORATIVE WORKS COMMITTEE

APPLICATION FOR COMMEMORATIVE WORK IN PUBLIC SPACE

GENERAL INFORMATION (For items 1 to 4, use additional sheets as applicable) Date received (OP):		
1. Project Name/Description:		
2. Sponsor Organization:	Contact Person:	Fax Number:
	Phone Number:	Tax Status:
Mailing Address:		
3. Description/mission of organization:		
4. Biographical Information on Board of Director's		
PROJECT DESCRIPTION (For items 5 to 7, use additional sheets as applicable)		
5. Provide a brief project summary. Describe the concept, scope and goals of the proposed commemorative work.		
6. Provide detailed information on the subject of the proposed commemorative work and why the subject should be commemorated.		
Subject of the commemorative work should be of long-term historic importance and shall generally not be any living person, any person who has been deceased less than 10 years or any event that occurred within 10 years of the application date. If project does not meet these criteria a detailed explanation should be provided of why the person or event should be commemorated on District public space.		
7. Provide detailed information on how the subject of the proposed commemorative work relates to District history or culture.		
Commemorative works that are proposed for commemoration of local individuals, groups, events, or other significant elements of District culture or history generally shall be given priority over other commemorative works. If project does not meet these criteria a detailed explanation should be provided of why the person or event should be commemorated on District public space.		
PROJECT LOCATION (For items 10 -13 use additional sheets and provide attachments as applicable)		
8. Street Address or Project Location	Lot	Square
	Reservation Number	
	Public Space Designation	
9. Indicate the District government jurisdiction and agency oversight of the proposed site:		
10. Describe existing conditions of the proposed site of the commemorative work and the general conditions of the surrounding area within a 1/2 mile radius. Detail the land use patterns, zoning district, zoning overlay, transportation network, site characteristics etc. Include photographs and a site plan of existing conditions.		
11. State whether the project is located within a designated District of Columbia or National Register Historic District, is a D.C. landmark, or is listed or eligible for listing on the National Register of Historic Places. Identify the historic district, DC landmark or National Register eligible or listed property. Indicate whether the proposed project is related to any nearby historic properties or districts.		
12. Describe project compatibility with existing and future plans for the area. Indicate whether this site is within 500 feet of another memorial in public space. (See D.C. Law 13-275, Section 415. Guidelines for Consideration of Applications)		
13. Describe any known or expected economic impact of the proposed project upon its immediate location, surrounding area (within ½ mile radius of the site) and DC at large.		

PROJECT DESIGN (For items 14-18 attach additional sheets and materials)	
14. Provide concept design of proposed commemorative work.	
15. Describe the material to be used for the commemorative work and, if a landscape feature, describe its compatibility with the climate.	
16. Detail related infrastructure improvements required to complete the project. Applicant must outline any assumption of related work to be performed by the District or the Federal Federal government, that is necessary to complete the project.	
17. Indicate the proposed start and completion dates for project construction. Provide timetable.	
18. Describe any unusual or potentially objectionable construction requirements, (e.g. noise, blasting, dust).	
COMMUNITY OUTREACH (For items 19 and 20 attach additional sheets and materials)	
19. Outline community notification and response opportunity plan, including presentations to neighborhood organizations and reviews by Advisory Neighborhood Commission's and abutting property owners.	
20. Provide letters from local stakeholders and other appropriate supportive parties including a resolution of support, if possible, from the appropriate Advisory Neighborhood Commission's).	
PROJECT BUDGET (For items 21-24 attach additional sheets)	
21. Provide the estimated cost of the proposed project.	
22. Provide a complete budget and financing plan for construction, maintenance and insurance costs. Include information on sources of project funding, and proposed government assistance.	
23. Provide plans and budget for perpetual maintenance and preservation. Include detailed information on the funding amount to be established for maintenance and the method used (annuity, letter of credit, etc.)	
24. Provide information on insurance for all construction stages and upon completion. (The District shall be indemnified against all liability from incidents in public space.)	
PROVIDE THE FOLLOWING AS APPLICABLE (For items 25-28 attach additional sheets and materials)	
25. Provide information on architectural design, primary materials, traffic and pedestrian impacts, environmental impacts, site engineering, drainage, landscaping, maintenance, signage, and other project design and construction elements, as appropriate.	
26. Concept design including, but not limited to, site plans, elevations, site scale analysis, landscaping plans and other design materials.	
27. Environmental analysis of the proposed project site and its immediate area, suitable for Environmental Impact Screening Form (EISF) review by the District Department of Health, or provide proof of exempt status.	
28. Statement on compliance with the Americans with Disabilities Act (ADA).	
PHASE II SUBMISSION - ADDITIONAL MATERIALS (For items 29 and 30 attach additional materials as required)	
29. Information on construction safety arrangements, if appropriate, including traffic barricading plans, placement of construction trailers, fencing, traffic impacts and pedestrian safety measures.	
30. Final drawings and final construction documents.	
31. Submit proof that applicant has sufficient financial backing in order to complete the project.	
Agent's Name (Please Print):	Date
Agent's Signature:	
Applicant's Name (Please Print):	Date:
Applicant's Signature:	